



RECRUITMENT PACK



Accord
MULTI ACADEMY TRUST

DEAR APPLICANT

Thank you for your interest in the very important post of Director of Systems, Data and Information for the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development through formal programmes of CPD. As part of your role you will have the opportunity to support the shaping of professional development and to work alongside a range of senior leaders, Headteachers / Principals and with the CEO. The Trust would also be extremely keen to provide support to access recognised national professional qualifications.

As Director of Systems, Data and Information, you will be joining an extremely ambitious organisation, we are therefore looking for a highly experience professional to join our team who can play a key role in shaping sustained improvement in the quality of provision and outcomes for young people across the Trust.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Yours sincerely,



Alan Warboys
Chief Executive Officer (CEO)
National Leader of Education



ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.

The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our academies work on the following key principles:

- Ambitious for our young people and staff;
- Creating a positive climate and an ethos for learning and success;
- Collaborative to secure the best possible learning experiences for young people and staff;
- Opening doors for parents, carers and the community and being fully inclusive;
- Resilient in order to develop in young people and staff a mind-set for success;
- Dynamic and reflective learning communities.

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.

WHY WORK FOR THE TRUST?

The Accord Multi Academy Trust is committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff team have in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

As a Trust we are committed to provide the following benefits for all our employees:

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- The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
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- A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
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- An opportunity to collaborate with other colleagues across academies within the Trust, and with other academies and Multi Academy Trust's on a regional basis. Formal opportunities arising from collaboration provide:
 - Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
 - Opportunities to lead on developments as a stepping stone to further career opportunities.
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- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for both teaching and associate staff, and continues to subscribe to local holiday patterns within the local authority of each academy.
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- All employees have the opportunity to access a pension scheme.

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- A range of benefits for employees working for the trust to include:
 - Discount rates for self and family members for mobile phone benefits secured through a national network provider;
 - Corporate discount rates in terms of private Health Care;
 - A range of local discount benefits across health, beauty, legal and entertainment providers;
 - The provision of a cycle to work scheme;
 - Free fitness suite access at one of the academies within the trust.
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ADVERT



Director of Systems, Data & Information
Full Time /Permanent
Required as soon as possible
Salary c £40k (negotiable depending on experience)

We are seeking to appoint a dedicated and highly skilled Director of Systems, Data and Information to join the Accord Multi Academy Trust. At this key time in the Trust's development, we require an ambitious, determined and exemplary Director who has a proven track record of working at a senior level in a large and complex organisation.

Your new role

This post is an exciting opportunity to act as Strategic Lead for Data, Systems and Information systems across the Trust. The successful candidate will establish, develop and oversee Trust – wide data and intelligence management systems which are fit for purpose, reliable and user friendly. You will provide strategic guidance, development and management of all the Trust's data management systems, advising the CEO, Directors and Headteachers / Principals on all aspects of development and implementation to obtain efficiency and accessibility. You will be responsible and accountable for the delivery of effective and efficient data support services throughout the Trust. You will review and develop the existing data team structures and processes across the MAT. You will be the primary point of contact for all aspects of data management, statutory reporting, system development and standardisation.

Accord Multi Academy Trust

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have in this respect. The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants to visit prior to applying. We offer a supportive work environment with a dedicated central operational team and an educational strategy group who you will work alongside in order for you to reach your career goals and aspirations.

For an informal discussion about this position, to arrange a visit or to discuss making an application please contact our HR department via pa@accordmat.org.uk

Closing Date: Tuesday 11 December 2018 at 9am

Interviews likely to be held Friday 14 December or Wednesday 19 December 2018

Application forms are available from www.accordmat.org.uk. Completed application forms to be returned to pa@accordmat.org.uk.

The Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check.

JOB DESCRIPTION

Job Title: Director of Systems, Data & Information	Grade: £40k (negotiable depending on experience)
Department: ACCORD MULTI ACADEMY TRUST	Accountable to: CEO
Contract: Permanent, Full Year	Responsible for: Direction of Data and Systems colleagues as appropriate within the Accord Multi Academy Trust and at member Academies

Overall Purpose of the Job:

- To act as Strategic Lead for Data, Systems and Information Systems across the Trust.
- To establish, develop and oversee Trust-wide data and intelligence management systems which are fit-for-purpose, reliable and user-friendly.
- To provide strategic guidance, development and management of all the Trust's data management systems, advising the CEO, Directors and Headteachers/Principals on all aspects of development and implementation to obtain efficiency and accessibility.
- To be responsible and accountable for the delivery of effective and efficient data support services throughout the Trust.
- To review and develop the existing data team structures and processes across the MAT.
- To be the primary point of contact for all aspects of data management, statutory reporting, system development and standardisation.
- Direction of data and systems associate / support staff in the Trust and/or member Academies where applicable.

Key Outcomes/Activities:

- To lead the development of the data systems across the Trust so that data is up to date, accurate, accessible and well presented for a range of stakeholders.
- Ensure that all data is secure and appropriate disaster recovery procedures are adapted (working alongside the Director of ICT).
- To work as part of a central Academy Trust team to support Headteachers/Principals/CEO and leaders in provision of and access to accurate and timely data sources.
- To ensure that the current CMIS or SIMS data held is optimised for staff use.
- Review and maintain the operation of the Trust's data and intelligence systems.
- Work with key stakeholders to automate aspects of information analysis to reduce work load by automating the production of key information, e.g. pupil progress reports, LA and DFE returns.
- Working with external software providers and the Director of ICT, evaluating, implementing and directing the development of the MAT's suite of data driven software packages.
- Create and develop a consistent method for reporting data to stakeholders which is easy to analyse
- Working with department leads to develop robust and streamlined processes and systems that hold and process data.
- Ensure that data sharing processes across the MAT comply with relevant GDPR and data protection guidelines.
- Ensure that deadlines for data processing are met across the Trust.
- Ensure any new technologies for data capture and reporting are thoroughly tested, launched and key staff and stakeholders trained and fully equipped to use and access the data.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- Lead and manage briefing and training on data systems and the use of data across Accord Multi Academy Trust.
- Devise and co-ordinate a programme of training for academy based leaders and colleagues as may be required for new

Relationships and Partnerships

- Establish and maintain effective and productive relationships with staff in the Trust's academies and other Trust staff.
- Establish and maintain effective and productive partnerships with external organisations where these will benefit the Trust's data and intelligence systems (e.g. DfE, Ofsted, Fischer Family Trust, Capita, SISRA).
- Participate in professional networks where these will add value to the Trust's data and intelligence systems.

Growth & Project Management

- Oversee the alignment of systems and data management development across the Trust to include any new academies joining the Trust.
- Oversee the efficient project management of any role related projects and initiatives across the Trust.

Funding and Budget Management

- Analyse data from each academy and work with the CEO, central team and Education Steering Group (ESG) to devise action plans for improvement on a half-termly basis.
- Bring together all pertinent data on pupil performance including achievement, attainment, behaviour and attendance.
- Develop data collection and management systems that will feed and inform the Trust's performance dashboards.
- Plan and manage the collection of data using a combination of bespoke software applications and central office design systems.
- Source avenues for funding where appropriate or may be available and ensure efficient and effective budget management procedures are followed for allocated budgets.
- Ensure that best value is achieved from commercial arrangements with suppliers.

Accountability

- Be accountable for the implementation and outcomes of the strategy and plan.
- Report regularly to the Trust on the effectiveness of the data and intelligence system and as required.
- Ensure the completion of statistical returns required by key organisations (e.g. DfE, EFA, OFSTED)

General Responsibilities

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the MAT with courtesy and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To prepare policy and review papers as required and requested.
- To undertake regular reviews of identified Trust policies and procedures and submit to the Directors/Governing Body for formal approval.
- To produce, and respond to, complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the CEO.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
Qualifications:	<ul style="list-style-type: none"> A degree or equivalent qualification, ideally involving study of a relevant discipline such as Statistics, Information Technology, Performance Analysis Evidence of recent professional development in performance analysis and Information Technology 	<p>A/I</p> <p>A</p>	<ul style="list-style-type: none"> Qualification in software engineering 	<p>A/I</p>
Experience:	<ul style="list-style-type: none"> Proven track record of working at a senior level in a large and complex organisation. Experience of preparing data reports and dashboards Experience in Developing and Deploying High Throughput Web Applications Experience in Database Design & Administration Experience of leading the establishment of tracking systems Experience of working in an educational environment (e.g. school, local authority, academy trust, college) Experience of working with key educational data and intelligence management information systems (e.g. SIMS, RAISE online, Fischer Family Trust) Experience of SQL/MySQL Experience of analysing education performance data across a number of organisations or complex departments and producing reports highlighting trends, comparisons with national and local benchmarks and areas of under-performance. 	<p>A/I</p>	<ul style="list-style-type: none"> Experience of introducing new systems or modules to academies/local authorities/academy trusts 	<p>A/I</p>
Knowledge and Statutory Requirements	<ul style="list-style-type: none"> A comprehensive and up-to-date understanding of assessment processes, national curriculum tests, examinations, thresholds curriculum structures and relevant government policy A thorough and up to date professional knowledge of key educational data and intelligence management information systems (e.g. SIMS, RAISE online, Fischer Family Trust) A knowledge of school leadership and management structures and how they interact with data and intelligence systems The ability to communicate effectively with a range of stakeholders, including those who may not be familiar with the detail on data and intelligence systems An understanding of the compliance issues around data Knowledge of GDPR within an educational context. 	<p>A/I</p>		

Planning, Organisation & Mental Challenge	<ul style="list-style-type: none"> • Excellent analytical skills and sound judgement • Ability to direct a multi-disciplinary team effectively and demonstrate excellent leadership skills • Ability to manage own workload without direction, having the ability to prioritise in order to meet tight deadlines • Ability to plan and develop systems • A solution-focused approach, applying creativity and innovation where necessary • Ability to devise new approaches where the Trust deems these to be necessary • The ability to devise and implement a Trust-wide data and intelligence strategy with active stakeholder involvement • The ability to analyse complex data, evaluate the effectiveness of systems and to report clearly and accurately • Proven technical ability in relation to the operation of key systems. 	A / I		
Interpersonal & Communication:	<ul style="list-style-type: none"> • The jobholder requires extensive interpersonal and communication skills to communicate at all levels across the Academy Trust and external organisations • Ability to present complex information to a wide audience requiring high levels of negotiation, persuasive skills with diplomacy and confidentiality, with ability to report and challenge as necessary • High ethical standards and influencing skills • Ability to persuade, motivate, negotiate and influence • Having the confidence to challenge opposing views by presenting robust arguments and reasons for the contrary view • Ability to relate well to children and adults • Excellent written and presentation skills 	A/I		
Physical Skills and Demands	<ul style="list-style-type: none"> • The jobholder is expected to have excellent keyboard skills • Proficient in the use of MS Office applications and Management Information Systems. 	A / I		
Initiative & Independence	<ul style="list-style-type: none"> • As a strategic member of the Accord Multi Academy Trust the jobholder may be required to represent both the Board of Directors and CEO at external meetings and in the wider community, using initiative and discretion as required • Ability to demonstrate entrepreneurialism and innovation, and an ability to identify commercial opportunities to maximise income • Ability to work autonomously and flexibly • Ability to influence strategic decision making. 	A / I		
Emotional Challenge and Resilience:	<ul style="list-style-type: none"> • The jobholder may be required to apply resilience when dealing with emotions/challenges from students and/or staff on a regular basis 	A/I		

Philosophy and Commitment	<ul style="list-style-type: none"> • An interest in educational issues • A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities • A personal commitment to lifelong learning and continuous professional development • Commitment to high standards, best value and continuous improvement • Commitment to inclusion so all students have access to a full Academy life 	A/I A/I A/I		
Personal qualities:	<ul style="list-style-type: none"> • Ability to be reflective and self-critical • Proactive and self-motivated • Flexibility, creativity and ability to think laterally • Resolution and problem solving. 	I I I I		

